

ASME Fellow On-Line Nomination Instructions

FIRST STEP

Determine the membership status of your candidate and yourself. Contact Information Central at (800) 843-2763/(973) 882-1170 or e-mail infocentral@asme.org for inquiries regarding membership.

- Is the candidate currently Member grade?
- Does the candidate have 10 or more years of active practice and 10 years of continuous corporate membership in ASME?
- Are you (the initiator) currently a member?

If the answer to any of the above questions is 'no' *and* will be 'no' at the time of submission, STOP! The candidate does not fulfill the grade requirements. If you are unsure, please contact Information Central at (800) 843-2763/(973) 882-1170 or e-mail infocentral@asme.org.

SECOND STEP

Access the on-line application at <http://www.asme.org/Governance/Honors/Fellows/Fellows.cfm>

- Click on the blue “**Nominate a Fellow**” box followed by “**Click here to login in**” – this will bring you to the Members Only site.
- Enter your email address and click enter – this will bring you to the password page.
- Enter your password and click enter – this will bring you to the start of the Fellow Nomination process.
- Click on “**Inquire about a new Nominee**” – this will bring you to the “**Create a Profile**” page.
- Fill out the top of the profile page – prefix; first name; middle initial; last name; member number.
- Click “**Get Nominee Detail**” and the additional information will automatically populate the rest of the page.
- Questions to be answered by nominator at the bottom of the page:
 - a) Is this nomination a Surprise? Click yes or no.
 - b) Notify Nominee Employer? Click yes or no. If yes: Fill in Employer Information

Hit Send Inquiry.

The Fellow Inquiry will go to the ASME Staff for approval. Staff verifies the nominee has the 10 consecutive years of membership. The Nominator will receive an email confirmation within 3 business days.

THIRD STEP

The nominator will receive a confirmation email with a link: <https://fellows.asme.org> to the Fellows Nomination that was started.

- Click on the link provided and you will be directed to a new page. Click on: **Eligible Nominee(s) – Please proceed to Fellow Proposal.**
- The drop down menu will have your nominee's name – click on ***add/view/edit.***
- This will bring the nominator to the Fellow nomination page where all Fellow information can be uploaded (in PDF format) or typed directly onto the page – in no particular order: Sponsor letters, Citation, Qualification Documents, Educational History and Professional History.

NOTE: A nominator has the option of uploading all the sponsor letters to the on-line nomination or he/she can input the sponsors information such as: Prefix; first name; middle initial; last name and member number. The sponsors will then receive an e-mail letting them know they can upload their individual letters to the site.

A nominator can add/edit the on-line nomination at any time. However, for security purposes, the application is designed to 'Time-Out' after 30 minutes of inactivity. In that case, the nominator will need to login once again.

Save your work! Remember to click on the submit tab once you have added/edited your documents.

View a sample nomination at:

<http://files.asme.org/ASMEORG/Governance/Honors/Fellows/4873.doc>

FOURTH STEP

Final Review: Once all nomination documents have been uploaded,+ click on the last tab "**Check List**" and this will bring you to the Fellow Nomination Checklist page. Go thru the check list item by item to ensure that the nomination documents have all been submitted and are correct. This is the time that the nominator can go back and review all documents loaded onto the site. Once you are sure that the nomination is complete, check-off all the questions and then for the final step: **Click on: Submit Nomination.**

NOTE: Remember to carefully read the "[Guide to the Check List.](#)" Reading now may save rewriting later!

FINAL STEP

The initiator's work is not done. Once Fellow election is completed, the initiator is requested to arrange for presentation of the Fellow certificate and lapel pin at a Section, Technical Division or other appropriate meeting.

WHAT HAPPENS TO THE NOMINATION ONCE IT IS SUBMITTED? HOW LONG DOES THE PROCESS TAKE?

- Receipt of the nomination is acknowledged in writing to the initiator. If you do not receive an email acknowledging receipt, you will know that the proposal was not received by the Fellows Department.
- The nomination is then forward for consideration by the Fellow Review Committee (FRC) in either March, June, September or December. Review by the FRC will take 2 weeks.
- If the FRC defers action, the initiator will be notified as to the reason(s).
- The nominations approved by the FRC are then forwarded to the Committee of Past Presidents (CPP) for final consideration. CPP is given one week to review the nominations.
- Upon the CPP advancement of the candidate to the grade of Fellow, a Fellow certificate, Fellow lapel pin, and name badge are sent to the initiator to arrange for presentation.
- The entire process takes approximately 6-7 weeks.